

**System Review & Data
Meeting Minutes for April 20, 2001
Emergency Medical Services Authority
1930 9th Street
Sacramento, California
10:00am – 3:00pm**

I. Introductions

Members Present: Ed Armitage, Larry Karsteadt, Deidre Myles, Nancy Justin, Ardith Hamilton, Craig Stroup, Steve Andriese, Charla Jensen, Tella Williams, Marie Harder.

Non-Members Present: Miranda Swanson.

The minutes from the February meeting were reviewed and approved with recommended changes.

II. Agenda

- Prevention 2000 Grant Funding for CQI, Year 2001-2002
 1. The group was denied funding for CQI again. Because of this, the group must triage out some of the objectives.
- “Journal on Quality Improvement” Article
 1. Steve quoted a section from the journal. The data indicator project has been published.
 2. NHTSA will sponsor a one-day meeting in Washington in September. The purpose is to reach a consensus with the Michigan project and NASEMSD. Steve or a member of the group was invited to speak.
- NHTSA “Leadership Guide to QI Workshop”
 1. Susan McHenry needs a notice three months in advance to prepare for the workshop.
 2. Funding for the workshop will come from two grants.
 3. A sign-up sheet for the workshops was circulated. Sheila Keller and Bonnie Sinz are coordinating this.
- Standards and Guidelines Revision Process
 1. Miranda discussed the guidelines briefly. The revision could possibly be postponed until the Vision process is completed. This will be decided at the VLT meeting on May 15.
 2. Steve said there is a proposal to expand Vision through 2003.
 3. The group needs to start looking to see if there are any guidelines that should be revised.
- Testing on Draft Local EMS Agency Staff Survey
 1. Ed has it ready to test on the website.
 2. Steve suggested that this process be postponed until the objectives are reviewed.

- Legislative - Update on Discovery Protection for QI Legislation
 1. Bonnie is looking for sponsors for legislation.

- Revision of Goals
 1. There are 35 objectives in the Action Plan. Of those objectives, 25 require funding. Of the 25 required-funding objectives, 7 are covered under the OTS grant. Some of the 10 now need funding. The group needs funding for 28 objectives.
 2. The ten goals were reviewed and prioritized as follows.
 - Goal #1: Keep Objective 1. Postpone Objective 2, (medium-term).
 - Goal #2: Keep Objectives 1,2,5,6. Postpone Objectives 3,4,7, (short-term)
 - Goal #3: Keep Objectives 1-4, (short-term).
 - Goal #4: Keep Objectives 1-3, (medium-term).
 - Goal #5: Postpone Objectives 1-4 (medium-term).
 - Goal #6: Low priority, (long-term).
 - Goal #7: Low priority, (long-term).
 - Goal #8: Completed. Postpone 8.3, (short-term).
 - Goal #9: Long-term objective.
 - Goal #10: Long-term objective.
 3. The group decided to send objective 1 to Governance.
 4. Steve will write up the changes and send them out on the list-serve. He would also like to send a letter to the Vision Leadership Team and the Commission explaining why the changes were made.

- Data: OTS Grant Update
 1. The FSR was passed out, as well as a statement of needs.
 2. Regarding the feasibility study, a draft is available for people to look at.
 3. Copies of this were provided at the meeting.

- OSHPD Update on E.D. Data Collection
 1. OSHPD is planning to receive E.D. data from clinics and hospitals effective 2002.
 2. The inpatient data piece will be in place by March 2002. The outpatient E.D. portion will be in place possibly by September 2002.
 3. They are also looking at an online submission.
 4. After the new system is implemented, and submission is accepted, it should be ready for public release after 14 days.
 5. The data elements that the group wanted to add are not being approved because they do not fit in with HIPAA. These are being looked at to add in the future.

- Ad hoc Group – Key discussion Points
 1. Steve reviewed discussion points 3 and 10.

- CQI – Performance Indicator Development
 1. The indicators are currently being passed back and forth through email between Karl, Bonnie and Craig.

- Approval of Indicators for Release for Pre-Public Comment
 1. The group decided that the indicators should be sent out in one lump for approval. Performance indicators will go out first.
- Development of Final Document Drafts
 1. Steve will revise the new action plan.
- Meeting Review and Sub-Group Assignments
 1. Objective 1: Survey will be sent out soon. It should be ready by October.
 2. The group needs to look at feasibility study, because it must be done by the end of June.
 3. The group should also concentrate on the statement of needs, and determine if there are concerns or comments about the FSR.
- Future Meeting Dates

The next meeting is scheduled for June 29, 2001 at the EMS Authority in Sacramento.
- Adjournment

The meeting was adjourned at 1:15pm.